



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

**I. Meeting Opened**

The February 13, 2018 Regular Council Meeting was called to order at 9:00 a.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Parks Director Charles Simmons, Planning Director Latilda Hughes-Neel, Planning Technician Elizabeth McCombs, Billing Supervisor Jennifer Douglas, Sewer Lead Operator Bridget Hilgenberg, City Engineer Cliff Knauer, and City Engineer William Menadier.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

**III. Recognition of Guests: None**

**IV. Public Comment on Consent Agenda: None**

**V. Approval of Consent Agenda**

1. Bills Paid
2. Revenue and Expenditures for December 2017
3. January 25, 2018 Workshop-Personnel Policies
4. January 25, 2018 Workshop-Promo Sewer around the Bay
5. January 25, 2018 Regular Council Meeting Minutes

*Council Action: Councilwoman Cuchens made a motion to approve the Consent Agenda as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**VI. Consideration of Additions/~~Deletions~~ to Agenda**

Additions:

- Councilwoman – Change No. 1 under his name to Staff Recommendations

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk’s office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

- Councilman Farris – SRF Program
- Engineering – Utilities at Brandon Oaks
- Engineering – Update on Site C-6 Survey
- Councilman McCormick – Request Legal Update on Well 6
- Councilman McCormick – Request Legal Update on No Wake Zone
- Councilman McCormick – Public Works Department
- Mayor Barley – Parks Director

~~Deletions:~~ None

**VII. Approval of Agenda with Additions/Deletions**

*Council Action: Councilwoman Brannon made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried*

**VIII. Staff Reports**

**A. City Clerk Matters**

1. Reschedule July 10, 2018 Meeting for City Election

*Council Action: Councilwoman Cuchens made a motion to change the July 10, 2018 Regular Council Meeting to July 9, 2018 at 9:00 am. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried*

2. Quest Management HR Services Contract

*Council Action: Councilman Farris made a motion to approve the Quest Management HR Services Contract for a total monthly amount of \$1,800.00 for 12 months. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**B. Finance Department**

1. Forensic Audit RFP Submittals

- Finance Officer Sara Bowers presented the Council with a memo and the bid tab with the responses received from the RFP Forensic Audit advertisement. Council was provided copies of the proposals with ranking sheets prior to the meeting to evaluate the submittals. The Council will evaluate the submittals and provide this information to the Clerk by 4:00 pm Thursday, March 6, 2018, for review at the

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

Regular Council Meeting on March 13, 2018.

*Council Action: Councilwoman Brannon made a motion for Council to complete the evaluation criteria sheets for the RFP submittals for the Forensic Audit; they are to be turned in to the City Clerk's Office by 4:00 pm March 6, 2018, for the March 13, 2018 Agenda Packet. Councilwoman Green seconded the motion.*

Public Comment: Jay Odom approached the podium to express his thoughts regarding his concerns with the wide range of pricing in the submittals and if that may indicate an issue with the request that was advertised or the firms' understanding of the RFP.

*All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**C. Planning & Zoning Dept.**

**1. Laurel Oaks – Road Acceptance**

*Council Action: Councilwoman Cuchens made a motion to approve the Laurel Oaks Road Acceptance Resolution No. 2018-01. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**2. Request for Workshop on Workforce Housing for March 13, 2018 from 1:00-4:00 pm**

*Council Action: Councilman Farris made a motion to schedule the Workforce Housing Workshop for March 13, 2018 from 1:00 pm to 4:00 pm. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**3. Old Jolly Bay Realignment Proposal**

- City Planner Latilda Hughes-Neel introduced Mr. Ross Binkley, Engineer for Freeport Commercial Properties. Mr. Binkley presented a project drawing and addressed the Council about the planning of a new service road connecting Old Jolly Bay Road and US Highway 331.

**D. Legal Matters**

**1. Brandon Oaks Update**

- City Attorney Clay Adkinson updated the Council on the Brandon Oaks Septic System Interlocal Agreement, between the City of Freeport and Walton County. The agreement was sent to the Board of County Commissioners with verbiage

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

added to protect the City, regarding the eighteen (18) month completion date in the event this would be impractical, as defined by acts or omissions unrelated to the City or County's responsibility. Council discussion ensued, and no further action will be made by the City of Freeport until the agreement has been reviewed by the Board of County Commissioners and brought back to the Council with clear direction.

2. Well Site 6 Update

- Attorney Adkinson advised the Council on the email that Supervisor Tuggle provided, which indicated that the survey for the Well Site 6 property has been completed, and the boundaries have been marked. Water Department Maintenance Workers can access the property by moving the existing gate at the Northwest corner of the property and discontinue the use of the entrance that belongs to CPA Property. Council discussion ensued.
- Council directed staff to discontinue use of the CPA Property access and use the City property entrance on the Northwest corner of the property.

*Council Action: Councilman McCormick made a motion to authorize Engineering and Legal staff to work with Supervisor Larry Tuggle, to relocate the gate on the Northwest corner of the Well Site 6 property to provide access on City property. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

3. Attorney Adkinson addressed the following items on the Pending Items List

- Charter Workshop on February 22, 2018
- No Wake Zone Ordinance

E. Parks Dept.

1. Department of Corrections Contract Approval

- Parks Director Simmons requested to table the DOC contract and he will bring it back to Council at the next meeting after he has had a chance to speak to the Sheriff's office and the Warden.

2. Recommendation for Parks Director Assistant Position – Daniel Fliehman

- Drug Screening, Background, and Reference Check complete

*Council Action: Councilwoman Green made a motion to approve hiring Daniel Fliehman for the*

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

*Parks Director Assistant position. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

3. Parks Director Simmons Updated the Council on the following:

- Field 4 Completely Skinned
- Donated Field Clay
- Field 5 to be completed the week of February 19<sup>th</sup>
- Sidewalks have been cleared and formed for the Crosswalk
- Push-Pads for Boat Ramp have been installed
- Splash Pad Update
- Resurfacing to begin in March 2018

F. Engineering

1. Consent Order Item 22: Civil Penalties and Expenses

- City Engineer William Menadier requested a motion to pay the \$8,000.00 fine as outlined in the DEP Consent Order presented to the Council. The list of corrective actions in the preliminary consent order have been addressed.

*Council Action: Councilwoman Green made a motion to approve the payment of the penalties of \$8,000.00 to the Department of Environmental Protection as directed in the Consent Order OGC File No. 17-0921. Councilwoman Brannon seconded the motion.*

Jay Odom approached the Podium to address the Council regarding the Waste Water Reclaim System at the Sewer Plant, which is an integral part of the Sewer System and is not operational. This issue needs to be addressed and corrected. Council discussion ensued regarding the Reclaim System and Lead Operator Bridget Hilgenberg advised the Council regarding the issues with the system. Staff was directed by Council to meet with Engineering and to present a solution to correct the problem at the next Council Meeting on February 22, 2018. Mr. Odom offered to help with expertise or financial assistance in any way he can. Mr. Odom asked to note for the record, this assistance would be from his company, not Hammock Bay. Lead Operator Bridget Hilgenberg will notify Mr. Odom to join Engineering and Staff when they meet.

*All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

*Council Action: Councilwoman Cuchens made a motion to authorize Finance Officer Sara Bowers to pay the fine by check to be overnighted to DEP for \$8,000.00 by the deadline of Friday,*

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

*February 16, 2018. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

2. 2018 Updated CIP approval

*Council Action: Councilwoman Green made a motion to approve the following changes to the CIP:*

VIII. City Sanitary Sewer System

Item 9. - Two (2) 500 Gal. Fuel Storage Tanks

Item 10. - Five (5) Portable By-pass Pumps

IX. City Potable Water System

Item 14. – Two (2) 500 Gal. Fuel Storage Tanks

Item 15. – Three (3) 100Kv Back-up Generators w/Transfer Switch (Well 3 & 5; Water Plant)

*Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

3. HMGP Grant Application Revision

- Engineering will submit the updated grant application with the changes to the CIP

4. Recreational Trails Grant Engineering Proposal

*Council Action: Councilwoman Cuchens made a motion to approve the Recreation Trails Grant Engineering Proposal for a total amount of 10,000.00, per the approved matching funds of the grant agreement. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

5. Land Development Code and Comprehensive Plan – Storm water Revision Proposal

*Council Action: Councilwoman Cuchens made a motion to approve the Land Development Code and Comprehensive Plan – Storm Water Revision Proposal at Dewberry Preble-Rish hourly rates not to exceed \$1,000.00. Councilman Farris Seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

6. Brandon Oaks Tie-In

- Engineer Knauer addressed the Council regarding the tie-in of water on Bay Grove Road to the water main on Highway 331. Engineering & Staff requested approval to replace

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).





**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

1600 feet of 6" lines with 8" lines to increase the pressure to customers in Brandon Oaks. Engineering will bring a proposal to the next Council Meeting on February 22, 2018.

G. Water Dept.: None

H. Sewer Dept.

- Sewer Lead Operator Bridget Hilgenberg advised the Council on the Sewer Spills that happened during the rain event over the past weekend. Staff has been working with DEP and the Health Department to correct the issues and clean up the spills.
- Finance Officer Sara Bowers requested Council to amend the motion to pay the \$8,000.00 fine to DEP for the Consent Order by E-check rather than overnight a check to ensure the City will meet the deadline of February 16, 2018.

*Council Action: Councilwoman Cuchens made a motion to amend her first motion and authorize Finance Officer Sara Bowers to pay the fine by E-check to DEP for \$8,000.00 by the deadline of Friday, February 16, 2018. Councilwoman Brannon also amended her second to the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**IX. Old Business**

A. City Clerk Podraza presented the Pending List to the Council.

- Finance Officer Sara Bowers updated the Council on the Billing/Accounting Software Conversion.
- Planner Latilda Hughes-Neel updated the Council on the Safe Routes to School Grant.

B. Jessica Hill Email Stream

- Attorney Clay Adkinson addressed the Council on the email stream regarding the complaint about the traffic flow on Washington St. and advised the Council that this is not a City issue and is a civil matter to be handled between Frank's Cash & Carry and the homeowner making the complaint. Council should not take any action regarding this issue. Council discussion ensued and decided that the City will not take any further action in this matter.

**X. New Business**

A. Mayor Russ Barley

1. Proclamation – Problem Gambling Awareness Month
  - Mayor announced he received a request for a Proclamation to make March 2018 Problem

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

Gambling Month. He directed staff to type it up for his signature.

2. Parks Director

- Mayor Barley requested Council approval to reclassify Interim Parks Director Charlie Simmons to permanent full-time status as Parks Director. This is in accordance with the Policies & Procedures Manual adopted on January 25, 2018.

*Council Action: Councilwoman Brannon made a motion to approve converting temporary employment status of Parks Director Charles Simmons to permanent full-time status as Parks Director effective immediately and to waive any strict compliance of the existing job description based on the existing work performance. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

B. Councilwoman Brannon: None

C. Councilwoman Cuchens: None

D. Councilman Farris

1. ~~Septic to Sewer where City Service is Available around the Bay~~

1. Staff Recommendation

- Councilman Farris suggested that the Council authorize Mayor Russ Barley & City Engineer Cliff Knauer to contact Tallahassee and see if the SRF Grant Program is still available to help customers hook up to City Sewer around the Bay.
- Councilman Farris requested that Staff meet with Engineering and Legal and bring a plan before the Council to promote septic to sewer around the Bay.

2. City Operations Workshops

- Councilman Farris suggested that Workshops be scheduled for approximately a half hour before Regular Council Meetings on a quarterly basis for Department Heads to present to Council on the operations of their department.

E. Councilwoman Green

1. Impact/Capacity Fees

- Councilwoman Green requested to schedule a Workshop at 6:00 pm on February 22,

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).





**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
February 13, 2018 Agenda

2018, to discuss Water/Sewer Impact Fee rates for action at the regular meeting at 6:30 pm.

**F. Councilman McCormick**

- Councilman McCormick thanked Larry Tuggle and his crew for taking care of painting the medium at the corner of Blueberry Road and Highway 20. This was a safety issue and he is thankful the City Public Works Crew took care of making this corner clearly visible to traffic entering and exiting Blueberry Road at Hwy 20.

**XI. Public Comment**

- Mr. John Konopacki addressed the Council regarding the City Waste Water Treatment Plant.
- City Engineer Cliff Knauer requested clarification to staff regarding Councilman Farris's request to City and Engineering Staff.

**XII. Adjournment**

Mayor Barley adjourned the meeting at 11:30 a.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
City Clerk

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).